

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 38

October 7, 2008

**SUBJECT:**        **DISPOSITION OF COMPLETED NON-TRAFFIC NOTICE TO APPEAR BOOKLETS AND RECORD OF TRAFFIC CITATION BOOKS, FORM 04.15.00 - REVISED**

**PURPOSE:**        This Order revises procedures for the completion and handling of the Record of Traffic Citation Books, Form 04.15.00, as outlined in Department Manual Sections 4/213.25 and 5/04.15.00, which identified an Area watch commander as the individual responsible for completing the form. The completion of this form does not require the expertise of a watch commander.

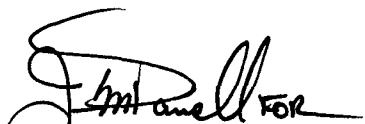
**PROCEDURE:**

**I.    DISPOSITION OF COMPLETED NON-TRAFFIC NOTICE TO APPEAR BOOKLETS.** When all citations in a Non-traffic Notice to Appear booklet have been used, it shall be submitted to a supervisor in the officer's Area/division of assignment. After review, if the booklet was originally issued from a different Area/division, the booklet shall be returned to the Area/division of issuance. The date of return shall be recorded on the Record of Citation Books, Form 04.15.00. The booklet shall be filed by book number at the Area/division. Booklets may be destroyed six months after the date of the **last** citation.

**II.   RECORD OF TRAFFIC CITATION BOOKS, FORM 04.15.00 - REVISED.** This form is used to record all traffic citation books issued and received.

**AMENDMENTS:** This Order amends Sections 5/04.15.00 and 4/213.25 of the Department Manual.

**AUDIT RESPONSIBILITY:** The concerned Bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
WILLIAM J. BRATTON  
Chief of Police

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